RESIDENTIAL BUILDING SUBMITTAL REQUIREMENTS
Community Development Department
Building Division
1600 First St., PO Box 650
Napa, CA 94559-0660
707-257-9540

CITY OF NAPA
RESIDENTIAL BUILDING CHECKLIST

Complete project submittals will be taken in for review and charged a plan review fee. Allow 21 business days for first review plan check comments. Incomplete submittal packages will not be taken in for review.

NOTE: Verification of the following will be required prior to permit issuance (if applicable):

- City of Napa Water connection fee (707-257-9521)
- Napa Sanitation District permitting (707-258-6000)
- Napa Valley Unified School District (707-253-3549)
- Public Works Encroachment and/or Grading permit (707-257-9520)
- Bay Area Air Quality Management District J# (415-749-4762)

SUBMITTAL DOCUMENTS
All items are required at time of submittal for new residential buildings and additions

- Permit application, completed
- Architectural drawings (6 sets total, two must be stamped and signed)
  - Minimum sheet size is 11” x 17”
  - Minimum scale is ¼” (except for site plan)
- Planning Division COA (on plans, or per Planning Division specifications)
- Landscape drawings (include with architectural drawings if project landscape area exceeds 500 sq ft)
- Soils / geo-tech reports (2) for new buildings (and additions greater than 300 sq ft) OR Soils Report Waiver Request approved by CBO
- Structural calculations (2 stamped sets)
- Special Inspection Agreement, completed
- Energy calculations (2 sets OR 1 set, if reproduced full size and legibly on plans)
- City of Napa Demolition package (if applicable)
- Floodplain compliance documentation (or as specified by Flood Division)
- Erosion and Sediment Control Plan (or as specified by Stormwater Division)
- WRRP (under separate cover) if project valuation exceeds $100,000 or project area exceeds 5000 sq ft
- Fire sprinkler plans (3 sets, under separate cover) or explanation of exception
  - Fire sprinklers are required for all new construction or additions that increase the conditioned area by more than 50%
  - Note: Fire Sprinkler / Alarm plans cannot be deferred
ARCHITECTURAL DRAWING SET REQUIREMENTS

☐ Cover sheet – project data (see below)
☐ Planning Division COA (on plans, or per Planning Division specifications)
☐ Site plan (see below)
☐ Elevations
☐ Floor plan(s) / Egress plan(s)
☐ Foundation plan and details
☐ Floor and Roof framing plans
☐ Sections / details / schedules
☐ Mechanical, Plumbing, Electrical plans
☐ Energy calculations (on plans)
☐ City of Napa High Performance Building checklist (on plans)
☐ Demolition plan (if applicable)

COVER / TITLE SHEET

- Project address (include adherence to locally adopted addressing standard).
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2019 CA Codes and local municipal ordinances)
- Type of construction
- Occupancy type
- Zoning District
- Wildland-Urban Interface Fire Area? yes or no
- Is the existing home equipped with fire sprinklers?
- Square footages (itemized areas per floor, separate use, existing / added / and total new area)
- Project team names and contact information
- Stamp / signature of designer in responsible charge

SITE PLAN

- North arrow
- Property lines / lot lines (include ROW, easements, etc.)
- Location of all structures on site
- Finished floor elevations
- Utility locations and sizes (existing and proposed)

FLOOR PLAN

- Dimensioned floor plan showing the size and use of all rooms and areas
  - For additions and alterations, provide “existing” and “proposed” areas, uses, etc.
- Location and size of all windows and doors (include exterior landings)

ELEVATION PLANS

- Overall building height above grade
o Floor elevations
o Roof pitch, roof covering,
  o Cladding, finishes
  o Grade

FRAMING / STRUCTURAL PLANS

  o Foundation plan
  o Floor and roof framing plan (truss calcs required, or prior approval for deferred submittal by CBO)
  o Garage / dwelling fire separations clearly identified
  o Cross sections (minimum of two)

MECHANICAL, PLUMBING, ELECTRICAL PLANS

Mechanical –
  o Floor plan layouts
  o Location(s) of permanently installed appliances
  o Locations and cfm of exhaust fans

Plumbing –
  o Floor plan layouts
  o Size and type of DWV, supply, and gas line
  o Gas line sizing calculations (if applicable)

Electrical –
  o Floor plan layouts
  o Location of electrical panel(s)
  o Location and type of smoke / CO detectors